

TAB

13. RECOMMEND THAT THE PRESENT T/O IN EXECUTIVE REGISTRY BE REDUCED BY ONE POSITION (FROM EIGHT TO SEVEN) AND THAT FUTURE VACANCIES BE FILLED BY EXPERIENCED EMPLOYEES FROM OTHER CIA REGISTRIES.

A study of the workload (Attachment A) shows that the number of items registered in Executive Registry has decreased by 14 1/2% since 1955. During the same period, the on-board strength has decreased by 16 2/3% for other than courier personnel without creating a serious backlog. Assuming that the original T/O or staff was adequate, this indicates that the present on-board strength (7) is adequate for the expected workload in the foreseeable future. Therefore, the official T/O may safely be reduced by one position (8 to 7).

Accurate and speedy management of mail at the Agency's highest organizational level is essential. Errors or delays in receiving, controlling, dispatching, or finding the mail could cause unnecessary embarrassment to the Director or his Staff. Therefore, Executive Registry positions should be staffed with the best qualified employees available from the Agency's many mail and registry units. Agency employees who are experienced in mail room activities and who have a good knowledge of Agency organization and functions should be selected in preference to inexperienced and possibly immature recruits who may be assigned to this important function on their first assignment in the Agency. The Executive Registry should not be a training ground for new clerks.

SECRET